

Flexible Assessment Policy

Abstract

This policy establishes a framework for implementing flexible assessment practices to maintain integrity while responding to learner needs

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V1.3	10/10/25	Cover and contents sheet added, and document control sheet updated

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1. Introduction

Active IQ develops qualifications, assessments and resources that meet the needs of the industry sectors we serve. We do this by ensuring the associated assessments chosen (tests, exams and other methods) are those that best match the needs of relevant stakeholders and current industry requirements. This being the case, Active IQ will always encourage its centres to use the assessment specifications associated with the qualifications being delivered. However, we also recognise that on occasion, it is necessary for a centre to adopt a different strategy to meet local needs, international factors, or a set of circumstances for a particular cohort of learners. (Please note for individual adjustments, please refer to the reasonable assessment adjustment policy).

Where centres believe that the Active IQ-published assessment specification (Specific Assessment Guidance) for a particular qualification potentially falls into one of the above situations, Active IQ may consider requests from centres that believe there is a specific need and compelling reason to devise their own assessment strategy in consultation with, and with the advance approval of, Active IQ.

2. Requirements

The following requirements must be adhered to:

- all centre-devised assessment strategies must be comparable to the Active IQ-published strategy for that individual qualification, particularly with the level of demand made upon the learner in terms of:
 - o complexity
 - o level
 - o mode of assessment, e.g. knowledge-based and/or demonstration of practical skills
- all centre-devised assessment strategies must include and adhere to the sector assessment strategy and evidence requirements (where they exist), or be equally demanding

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- all centre-devised assessment strategies and resources must be approved by Active IQ prior to use

Centres may not alter the demands on learners by proposing adjustments to assessment strategies that would not meet, or would go beyond, the standard or level defined by the assessment criteria. This would lead to a potentially unfair advantage, either towards or against, the cohort being assessed in this way, and possibly serve as a disadvantage to other cohorts elsewhere completing the same qualification.

If approved, a copy of the centre-devised assessments will be used to monitor compliance with the above requirements.

Ongoing review and quality assurance of such assessments will be carried out by the Active IQ external verifier in accordance with Active IQ's quality assurance arrangements policy.

3. Associated documents

- Active IQ resources policy
- Active IQ approving centre-devised resource materials
- Active IQ reasonable adjustment and special consideration policy

Active IQ's quality assurance arrangements

4. Implementation and dissemination

This policy will be implemented immediately upon approval and available on Active IQ website.

Monitoring arrangements

We will review this policy annually as part of our self-evaluation arrangements, revising it as necessary in response to customer and learner feedback, or best practice guidance issued by the regulatory authorities.

This policy will be reviewed in six months by relevant Active IQ and NCFE colleagues to ensure document is aligned and fit for purpose following full integration of Active IQ.

Data retention

This policy does not involve the gathering of any personal data; therefore, no data retention timelines or requirements are needed

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5. Contact us

If you have any queries about the contents of the policy, please contact our external verifier team on:

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